

2018-2019

Financial Aid Office *****(Please leave All FAO areas BLANK)*****

Eastern Gateway Community College (main campus) or Eastern Gateway Community College (Youngstown)
 4000 Sunset Blvd.** Steubenville, OH 43952~~~ 101 East Federal Street**Youngstown, OH 44503
 (740) 266-9992 **Youngstown (330)480-0726, ext. 3104 & 3105****Fax (740) 266-2991**

FEDERAL WORK STUDY (Community Service) **TIMESHEET**

FWS Hourly Wage: \$11.00 effective 12/10/2018

 Name (please print) Pay Period _____ to _____
Begin Date End Date

 Location assigned to work Payroll ID # _____

IMPORTANT: Enter the actual date you work in the "date column" **Add your hours worked carefullyDO NOT work during class times**Report your time in 15 minute increments ex: 10:10 a.m. is reported 10:15 a.m. or 10:35 a.m. is reported 10:30 a.m.**Complete in ink (no pencil)**Make sure signed with signature (not printed)**Turn in promptly**

WEEK 1

WEEK 2

DATE & DAY	TIME IN	LUNCH OR CLASS OUT	LUNCH OR CLASS IN	TIME OUT	HOURS WORKED	FAO AREA	DATE & DAY	TIME IN	LUNCH OR CLASS OUT	LUNCH OR CLASS IN	TIME OUT	HOURS WORKED	FAO AREA
SUN							SUN						
MON							MON						
TUES							TUES						
WED							WED						
THUR							THUR						
FRI							FRI						
SAT							SAT						
TOTAL HOURS WORKED WEEK 1							TOTAL HOURS WORKED WEEK 2						

Total Hours Week 1 & Week 2 _____

I verify that the hours stated above and true and correct and reflect the amount of actual hours I worked during the pay period. I further verify by my signature that the hours worked do not conflict with my student schedule and the hours are outside of scheduled classroom time. As well as, I am enrolled at a minimum of half time for each semester. Time sheets turned in after 4:00 p.m. on scheduled due date will be processed for the next pay period!

 Student's Signature

 Date

 Supervisor's Signature

 Date

* Supervisors: Please submit the ORIGINAL completed time sheets to the Financial Aid Office by the scheduled dates or the timesheet will be held for processing until the next pay period. The Financial Aid Office works with the published dates provided by the college's payroll department. Do not provide the time sheet to the student worker once you have verified hours worked and signed.

FAO Use ONLY

Week 1 _____

Week 2 _____

Total Hrs to be Paid _____

Certified by: _____

 Financial Aid Authorized Signature

 Date

